



## **JOB PACK**

**Job Title:** Finance Manager

**Hours:** Permanent full-time contract. 35 hours per week, Monday-Friday: 10am 6pm including paid lunch break (40hrs)

**Responsible to:** CEO

**Salary:** £40,000 45,000 pro-rata depending on experience, 5 Day extra annual leave during Xmas on the second year of employment.

### **Additional Incentives:**

- **Wellness Benefits:** Enjoy free access to our very own gym, promoting a healthy worklife balance.
- **Childcare Support:** Avail a 30% discount on childcare at our own nurseries, providing peace of mind for working parents.
- **Cycling Enthusiasts:** Take advantage of our free cycle scheme, encouraging sustainable transportation.
- **Flexibility:** Benefit from flexible working arrangements, including occasional work from home, to promote worklife balance.
- **Annual Leave:** Experience an annual leave increase by 1 day each year after five years in service, recognising long-term commitment.
- **Professional Development:** Access training and development opportunities to enhance your skills and career growth.
- **Career Progression:** The position has the prospect of developing into Finance Director, dependent on the growth of the organisation and your performance.

**Deadline for applications: Thursday 22<sup>nd</sup> February, 6pm.**

### **Job Overview:**

Join QCCA, an organisation that has been at the heart of Camden's community since 1999, striving to make a lasting impact in one of London's most deprived neighbourhoods. As the largest voluntary sector provider of community services, QCCA has evolved from a local residents' drinking club in Gospel Oak to become a trusted and steadfast presence, situated in the same building for two decades.

We are seeking an experienced Finance Manager who thrives on new challenges and who is a good listener, and a fast learner to join the QCCA team. This key position within the Core Services department involves overseeing the smooth running of the finance function for the Charity and its Nurseries. The successful candidate will play a crucial role in various financial activities, including monthly and quarterly management accounts, reporting and budgeting, banking, and payment systems, as well as other responsibilities outlined below.

### **Why Work for QCCA:**

QCCA is deeply committed to improving the life opportunities of individuals with low incomes. In a community facing significant challenges, we provide essential services and activities that are often taken for granted elsewhere, making them freely accessible or subsidized for all.

We serve a community where elderly residents rank in the bottom 3% for deprivation in England, and youth are in the bottom 6% (IMD 2019). Your work will directly contribute to positive change in the lives of those facing unique challenges.

At QCCA, we embody specific behaviours, values, and principles in our interactions. We prioritise listening, understanding, and respecting individuals to foster stronger and more supportive relationships. We celebrate diversity, recognising that understanding our differences enhances shared experiences.

Our focus is on empowerment, creating opportunities that enable people to help themselves, forge new networks, and sustain existing ones. We embrace inclusivity, welcoming collaboration with anyone, irrespective of their background, ability, or needs. Our actions are community led, guided by the voices of our local community, and responsive, acknowledging and addressing changing needs with insight and accuracy.

As the Finance Manager, you will play a pivotal role in supporting QCCA's mission, contributing to the financial sustainability of an organisation deeply embedded in the community.

### **Scope of the Role:**

- Support in the development of credit control systems.
- Ensure timely preparation and delivery of up-to-date management accounts.
- Maintain accurate and current reconciliations for various accounts.
- Keep financial reporting up to date, including risk analysis.
- Review historic debtors and contribute to the recovery of bad debts.
- Provide detailed and informative reports to the CEO.
- Prepare end-of-year reports for auditors and quarterly reports for the board.
- Collaborate with the finance team to implement effective dashboard reporting.
- Demonstrate proficiency in QuickBooks and Square Up merchant systems and Equals Card.
- Simplify and streamline financial procedures and data entry.
- Carry out other duties as may reasonably be required and appropriate to the post.

### **Job Description**

#### **Key Responsibilities:**

##### **1. Monthly and Quarterly Management Accounts:**

- Manage the monthly process, preparing monthly and quarterly management accounts.
- Reconcile the Balance Sheet and Cash Statement.
- Support the monthly payroll process, run through external payroll providers.
- Process quarterly Gift Aid claims.
- Maintain schedules for depreciation, prepayments, accruals & deferred income.
- Oversee intercompany transactions and perform monthly reconciliation.
- Run monthly and quarterly finance monitoring meetings with Heads of Department.
- Produce quarterly Management Accounts summary reports for the Board of Trustees.

##### **2. Reporting and Budgeting:**

- Produce Cash Flow forecasts and provide financial information/reports for Arts Council Grant submissions.
- Assist in the preparation of Core Services annual budgets and support Heads of Department in budget preparation.
- Collate departmental budgets to produce the annual Master Budget.
- Support in the collation of the annual Museum and Galleries Tax Relief claim.

### 3. Banking and Payment Systems:

- Check and approve monthly payment runs.
- Make authorised payments by card, online banking, and via petty cash.
- Monitor and review aged debtors and creditors.

### 4. Planning and Development:

- Draft, monitor, and assess QCCA's financial business and development plan in conjunction with the CEO and department managers.
- Prepare and report to the board of directors.
- Ensure all financial reporting obligations are met for funding, grant aid, contracts, and other initiatives.
- Develop budgets for the organization, departments, and projects.
- Maintain robust credit control systems and procedures.
- Draft relevant policies and procedures.

### 5. General:

- Maintain bookkeeping using QuickBooks.
- Manage payroll systems and process salaries.
- Work alongside department managers for budgeting, planning, and forecasting.
- Prepare monthly management accounts, reports, cash flow statements, income and expenditure accounts, and tax returns.
- Collaborate with auditors and produce a final set of accounts for yearend audit.
- Attend staff and management committee meetings as required.
- Maintain and update the asset company register.
- Make appropriate recommendations and advise on potential financial impact policies and strategies.
- Improve systems surrounding budgets, forecasts, and business planning.

### 6. Other Duties:

- Provide line management, support, and mentoring to the Finance Assistant.
- Act as the main point of contact with external accountants.
- Ensure Financial Policy and authorisation controls are in place and followed.
- Support the yearend audit, including production of financial schedules and responding to audit queries.
- Monitor the Finance inbox, responding to customer/supplier queries.
- Attend biweekly SMT meetings.
- Undertake any other duties commensurate with the post as directed by the line manager.

### Knowledge, skills and abilities.

Requirements	Essential	Desirable
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Educated to degree level in a finance related discipline or BSc, ACCA, CIMA or similar qualification.	*	
Experience of working in a senior finance and/or bookkeeping role for at least 2 years.	*	
Experience of using QuickBooks	*	
Knowledge of the voluntary sector and its particular characteristics Experience of processing staff time sheets for payroll	*	
Strong communication skills and customer relations	*	
Effective teamworking skills	*	
Knowledge of key Microsoft packages (Word, Excel and PowerPoint)	*	
Experience of processing payroll		*
Satisfactory DBS disclosure	*	

#### Ideal Candidate:

- Proven experience in the voluntary sector, bringing a deep understanding of the unique challenges and opportunities it presents.
- Forensic yet intuitive approach to reviewing bookkeeping procedures and finalizing accounts.
- High level of proficiency in QuickBooks, contributing to efficient financial management.
- Ability to work collaboratively within a small team and contribute positively to a friendly work environment

#### HOW TO APPLY

Please send a CV and a brief covering letter (no more than 200 words.)

#### EQUAL OPPORTUNITIES

QCCA is committed to principles of Equal Opportunity for all in terms of service provision and employment. As an employee of the company, it is your responsibility to ensure equality of access to jobs and services to women, Black/ethnic minorities, lesbian and gay men and people with disabilities, regardless of marital status, age, creed/religion and unrelated criminal convictions.

#### HEALTH AND SAFETY

All staff have a responsibility to ensure the health and safety of persons and members of the public in the premises or sites controlled by QCCA the methods of achieving this will be provision of safe systems of work, safe and healthy conditions and environment, and including such information, training, instruction and supervision as is necessary to achieve these objectives in accordance with Safety Legislation and the Health and Safety Policy.